

**Operations, Personnel, & Legislative Committee Meeting**  
**January 17, 2006**  
**5:30 P.M.**

**MEMBERS PRESENT:**

Bryan Smith, Chair  
David Williams, Vice Chair  
Bill Oliver  
Don Westerman

**COUNTY PERSONNEL PRESENT:**

Randy Waks, Asst. State's Attorney  
Amy Stockwell, Auditor

**MEMBERS ABSENT:**

Kevin Meachum

This meeting was called to order by Vice Chair Williams at the Macon County Office Building, and he asked that the record reflect both Mr. Smith and Mr. Meachum called to advise of their absence.

**MINUTES**

Motion made by Bill Oliver to approve the minutes of December 19, 2005 and the closed minutes of December 19, 2005, seconded by Don Westerman, and motion carried unanimously.

**PAYROLL**

Motion made by Don Westerman to approve the payrolls presented, seconded by Bill Oliver, and motion carried unanimously.

**CLAIMS**

Motion made by Bill Oliver to approve the claims presented, seconded by Don Westerman, and motion carried unanimously.

**REPORTS**

***Auditor***

Amy Stockwell presented four self-insurance claims for approval:

1. Health Department, criminal damage to government property, \$258 for emergency glass repair and \$736.67 for benchmark control box
2. Animal Control, vehicle was backed into a meter reader's vehicle, \$1696.43 damage to our vehicle

Chairman Smith came into the meeting.

3. Sheriff deputy's vehicle hit a deer, \$4000 damage to our vehicle
4. Sheriff's squad car window shattered by something kicked up by county highway snowplow, \$208.43 damage to squad car.

Motion made by David Williams to approve the claims as presented, seconded by Don Westerman, and motion carried. (Bill Oliver was out of the room on the vote.)

**OLD BUSINESS**

Randy Waks distributed the latest draft of the Employee Handbook dated 1-17-06. Modifications since the last draft have been noted by brackets in the right margin and include the following:

1. Corrected spelling of HIPAA on page 1
2. Under Contract Disclaimer and Foreword, added language “or a person so designated by the County Board Chairman
3. Under Specific Scope of Coverage, the people who have a right to opt out include directors of departments with their own board of directors as well as elected officials including the Health Department, Mental Health, Historical Society, VAC, 708, and Workforce
4. Under Procedure for Requesting an Accommodation, grammatical change from “your supervisor” to “employee’s supervisor”
5. On page 7, corrected spelling of HIPAA
6. On page 12, a decision will need to be made regarding vacation options for unused vacation time. Option 1 says if vacation time is not used up, it will be forfeited but it may be carried over to the next year with prior approval of the employee’s supervisor. Option 2 allows carryover of the entire amount but only for 1 year. Option 3 allows carryover of no more than 1.5 times the annual accumulation rate. After discussion, motion made by David Williams to adopt option 1 in regard to vacation. Don Westerman said he felt option 3 would be better, and Randy Waks said the options could also be blended. Chair Smith said most associations he works with say up to one-half can be carried over. After discussion, David Williams withdrew the motion. Motion made by David Williams to use option 1 with additional wording included that no employee shall accumulate vacation time more than 1.5 times the annual accumulation rate, seconded by Don Westerman, and motion carried unanimously. Randy said this handbook has no effect on union employees.
7. On page 14, corrected spelling of hours.
8. On page 23, a substantive change in disciplinary change regarding reporting to work or working under the influence of alcohol or illegal drugs, “to any degree or with an odor of alcohol on his or her breath” has been added so everyone will know .08 is not being talked about but any trace of alcohol instead.
9. Under F-1 Grievance Committee, the OPL Committee hears grievances so another committee is not necessary.
10. On page 27 involving the drug and alcohol free workplace, option 1 was drafted under the sheriff’s policy and option 2 under the highway policy and Randy asked for the committee’s preference. After discussion, the committee agreed that option 2 should be used.
11. On pages 29 and 30, per the committee’s previous request, Accident Reporting Procedure and Post Accident Testing were added. After discussion, the committee agreed that everything needed seems to have been addressed.
12. Last page, Receipt of Employee Handbook, the auditor will forward a copy to the individual’s payroll file instead of personnel file.

Randy said copies were given to supervisors and officeholders, and very few comments were received back.

Ed Flynn has reviewed the handbook as well as ICRMT. Committee agreed that language should be added to G-4 on page 28 to prohibit the unauthorized use on computers of non- work related programs; it was also agreed that this language is adequate to cover unauthorized use of county cell phones for personal use.

Motion made by Don Westerman to approve the draft of the Personnel Employee Handbook for Macon County as drafted and forward, recommending approval, to the full county board, and seconded by David Williams. David Williams asked if the motion needs to correctly say as drafted with approved changes, and Randy Waks said the committee has not actually seen the last change involving non-work related computer programs. Chair Smith suggested it could be sent to him for review. Motion carried unanimously.

Randy Waks said he would email a clean copy to Chair Smith and the county board office before the next board meeting.

### **NEW BUSINESS**

Amy Stockwell distributed copies of the Property and Inland Marine Insurance Proposal from Behnke through Hartford. The 06/07 estimated premium for property is \$12,905, a 3.23% decrease, and the 06/07 estimated premium for inland marine is \$11,318, a 7.51% decrease, for a total estimated premium of \$24,223. Optional premiums for increasing the deductible from \$1000 to \$2500 and \$5000 were also discussed by the committee. Amy said the new policy goes into effect February 1, and she was advised to leave the Animal Control building coverage as is before requesting a change when the move is actually made to the new location. After discussion, the consensus was to leave the deductible at \$1000. Amy said an audit with departments for their scheduled equipment is ongoing. Motion made by David Williams to accept the renewal premium of \$12,905 keeping the current \$1000 deductible, seconded by Bill Oliver, and motion carried unanimously.

Information regarding bulk purchase of paper from the print shop was distributed for 500 cases of paper. Three bids were received with Unisource the lowest at \$9975. Motion made by David Williams to approve the \$9975 purchase from Unisource, seconded Don Westerman, and motion carried unanimously. A purchase order was distributed for signatures.

Bill Oliver discussed ads heard on Chicago stations WBBM and WLS regarding an individual who has \$7000 and \$8000 copiers for \$1695 and thought it would be a good idea to look into them. Amy Stockwell said a capital asset fund has been created that no one has taken advantage of; virtually all copiers in the county with the exception of her copier are leased, and officeholders are paying high rates of interest inside those leases. When a lease comes before the committee, Amy said the question about what interest rate is being paid needs to be asked since officeholders make the decision about leasing.

### **NEXT MEETING**

The next meeting is scheduled for Tuesday, February 21, at 5:30 p.m. at the Macon County Office Building.

### **ADJOURNMENT**

Motion made by David Williams to adjourn, seconded by Bill Oliver, and motion carried.

Minutes submitted by Linda Koger  
Macon County Board Office